



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH
PUBLIC HEALTH PROTECTION & SAFETY
FOOD SAFETY BRANCH**

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Step-by-Step Guide for Home-Based Microprocessor Certification

1. Attend a Homebased Microprocessor (HBM) workshop. You must pass both tests to successfully complete the training. For inquiries regarding course dates, contact the UK Extension service at 859-257-1812.
2. When you receive your workshop certificate, make a photocopy to include in the HBM application packet.
3. Get recipes approved for ALL HBM products you plan to process. Each recipe should be submitted for approval to Annhall Norris, along with a \$5.00 fee per recipe. Make checks **payable to the University of Kentucky**. Mail recipes for approval and fees to:

Annhall Norris
University of Kentucky
121 Funkhouser Building
Lexington, KY 40506-0054

4. When you receive the approved recipes, make a photocopy of each to include in the HBM application packet.
5. Each recipe must have a draft label. Attach to the appropriate approved recipe. These will be included in the HBM application packet.
6. Fill out the application for HBM certification. **DON'T FORGET TO INCLUDE:**
 - Copy of workshop certificate
 - Copy of each approved recipe
 - Copy of draft label for each product
 - Copy of approved water source (water bill or approval from KY Division of Water)
 - \$50.00 certification fee, check payable to Kentucky State Treasurer

7. Sign and date the application. Send to:
Virginia Hamilton
Department for Public Health, Food Safety Branch
275 E. Main Street, HS1C-F
Frankfort, KY 40621